

Termination Guidelines

Revised 04/04/2005

Terminations need to be entered in HRE before payouts can be entered in SAP. Termination entry is critical after the employee stops working or using leave to prevent delayed payouts or over-payments.

The last HRE termination report is run at 2 p.m. on the Thursday of time entry week. Terminations entered after that time will be paid out the next pay period. State Payroll checks the information in HRE then enters the payouts in SAP by the end of business Friday so it is included in the preliminary payroll run that starts at 7 a.m. on the Monday before payday.

Verify in SAP that the employee is getting paid out correctly BEFORE final payroll runs at 7 a.m. on the Tuesday before payday. The Leave Payout Report, the Time Summary Report, and/or the Payroll Simulation should be run to ensure that payouts are correct.

- **Termination Effective Date:** The last date any hours are recorded whether they are work hours or leave hours.
- **Last Day Worked:** The last date officially performing duties on the job. This does not include any leave hours used after the last day worked.
- **Final Benefited Pay Day:** The date is determined by the employee's hire date. Benefits are not deducted from paychecks with only termination leave payout.

Employees Hired Prior to 2/15/2003:

The Final Benefited Pay Day is the **pay date** for the pay period where the termination effective date falls. Insurance coverage ends at midnight on that pay date.

Example: Pay Period 05 Begin Date 03/01 End Date 03/14 Pay Date 03/28
Last day worked is 03/06 Effective Date is 3/06 Last benefited pay day is 03/28

Employees Hired 2/15/2003 or Later:

The Final Benefited Pay Day is the **pay period end date** in which the termination effective date falls. Insurance coverage ends at midnight on that pay period end date.

Example: Pay Period 05 Begin Date 03/01 End Date 03/14 Pay Date 03/28
Last day worked is 03/06 Effective Date is 3/06 Last benefited pay day is 03/14

- **Comments:** The comments need to have all of the payout information. Remember that final payouts are entered according to the comments so please be accurate. The Termination Worksheet may be used as an aid to determine what should be entered in the comments.
- **The comments need to include the following:**
 - AP** – Annual Payout
 - XP** – Excess Payout
 - CP** – Comp Payout
 - VP** – Converted Sick Payout – only enter the hours to be paid out (do not include hours that are being used to purchase insurance)
 - SP** – Sick Payout – only enter the hours to be paid out (do not include hours that are being used to purchase insurance)
- **No Payout:** Enter this if the employee was not benefited and has no leave payout.
- **Enter an explanation if there is a difference between the last day worked and the termination effective date.** For example, OA was paid for 1 week after the last day worked.
- **LWOP/LTD:** Enter dates to explain differences in the last day worked and last day paid.
- **DECEASED:** Enter the date of death, name, address, and telephone number of the beneficiary or estate executor. This information is necessary for approval.